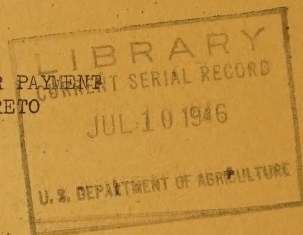


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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Sugar Branch

1945 Hawaiian Sugarcane Program

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT
FORM SC-180 AND SUPPLEMENTS 1 AND 2 THERETO



DEFINITIONS

For the purpose of these instructions:

APPLICATION means Form SC-180, Application for Payment 1945 Hawaiian Sugarcane Program, Form SC-180, Supplement 1, Continuation Sheet for Section VIII of Application for Payment, and Form SC-180, Supplement 2, Certificate with Respect to Joint-Producers, to be Submitted by Producer-Processor Who Operates the Farming Unit and Who Executes Form SC-180.

FARM means all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other land.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the sugarcane covered by the application.

OPERATOR means the producer who operates the farm covered by the application, or the legal representative of such producer.

CHEMICAL FERTILIZER means commercial chemical fertilizer not less than 15 percent of the gross weight of which consists of plant food.

PLANT FOOD means the aggregate amount of nitrogen, available phosphoric acid, and water soluble potash in chemical fertilizer.

LABORER means any person who was employed on the farm covered by the application in the production, cultivation, or harvesting of sugarcane in the calendar year 1945.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment, or related papers under the Agricultural Conservation Program.

INSTRUCTIONS FOR FILLING OUT AND HANDLING THE APPLICATION

The application must cover all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, work-stock, equipment, labor, and management substantially separate from that of any other such unit.

Before any entries are made on an application, the Honolulu office must determine insofar as possible that the conditions for payment have been met with respect to the farm to be covered by such application. In order to make such determination, the pertinent forms in the Honolulu office should be examined and the following facts ascertained:

1. That if, within the knowledge of the Honolulu office, any producer on the farm in connection with the production of the crop covered by the application has employed children, contrary to the provisions of the Sugar Act of 1937, as amended, the following "Finding with Respect to Employment of Children," should be duly signed by the representative of the Agricultural Adjustment Agency, concurred in by the producer(s) concerned and kept on file in the Honolulu office:

Local District and Serial Number

Finding with Respect to Employment of Children

I, _____, representative of Agricultural Adjustment Agency, do hereby find that the producer(s) named in Form SC-180 described above has (have) employed or permitted children to work in the planting, cultivating, or harvesting of the 1945 crop of sugarcane, contrary to the provisions of section 301(a) of the Sugar Act as follows:

Children Employed	No. full days each child was employed*	Child days (Col. 1 x Col. 2)	Deduction (Col. 3 x \$10.00)
(1)	(2)	(3)	(4)
-	-	-	-
-	-	-	-
Totals			

* Fractions of a day shall be counted as a whole day.

Signature of Representative of
Agricultural Adjustment Agency

For example: Assume 2 children worked 2 days each, 1 child worked $1\frac{1}{2}$ days and 3 children worked 1 day each, Entries in the columns would appear as follows:

Children Employed	No. full days each child was employed*	Child days (Col. 1 x Col. 2)	Deduction (Col. 3 x \$10.00)
(1)	(2)	(3)	(4)
2	2	4	\$40.00
1	2	2	20.00
3	1	3	30.00
Totals 6	5	9	\$90.00

2. That no unsettled wage claim is on file against any producer on the farm, and that, except for laborers and unpaid wages set forth in Section VII of the application, all persons employed in the production, cultivation, or harvesting of the 1945 sugarcane crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the War Food Administrator.
3. That any producer on the farm who was directly or indirectly a processor of sugarcane during the 1945 crop season paid or contracted to pay for all of the sugarcane of such crop grown by other producers and processed by him at rates not less than those determined by the War Food Administrator to be fair and reasonable.
4. That the farming practice requirement has been met with respect to the farm.
5. That no changes in the planter-plantation sugarcane and sugar production relationship has been made and that no reduction in the number of planters has been made, except those which have been approved in accordance with S.D. No. 196, issued August 3, 1944.

The application is to be filled out in triplicate. All entries, except signatures and dates, should be typewritten or plainly printed in ink or indelible pencil. The original is to be transmitted to the scheduling unit in the Honolulu office. One copy is to be retained in the Honolulu office and one copy should be delivered to the operator of the farm covered by the application.

Acres and hundredweights of sugarcane for sugar shall be expressed to the nearest tenth of an acre and tenth of a hundredweight, respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Thousandths of an acre or thousandths of a hundredweight of sugarcane should be disregarded. Figures relative to hundredweights of sugar shall be expressed to the nearest hundredth of a hundredweight. Five or fewer thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth.

All data which are ascertained from the operator must be checked by the Honolulu office before Section IX is executed.

Any correction in the data on the application shall be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Any correction of the data on the application should be initialed by the person whose signature appears in Section IX thereof. If such person is not available to initial the correction, such correction may be initialed by any person authorized to sign Section IX, provided the person who initials such corrections also affixes his signature in Section IX above the original signature.

HEADING

Local district - The name or designating number of the local administrative district must be entered in the space provided on both sides of the application.

Serial number - The serial number of the application must be entered in the space provided on both sides of the application.

SECTION I. APPLICATION AND CERTIFICATION OF PRODUCERS

Producers on a farm, when signing the application, are certifying to all the provisions included in this section. The attention of such producers should be called to these provisions before they are permitted to sign the application. A description of the farm covered by the application must be filed in the Honolulu office.

SECTION II. CERTIFICATION OF REPRESENTATIVE OF AGRICULTURAL ADJUSTMENT AGENCY

The representative of the Agricultural Adjustment Agency in Hawaii who is authorized to certify for payment the applications, is charged with the responsibility of determining that all signatures are in accordance with regulations set forth in ACP-16 and that each signature appearing in Section VIII is the commonly accepted signature of each person whose name is shown in column 1 of Section VIII. Every effort should be made to see that the signatures appearing in this section agree with the names shown in column 1.

The representative of the Agricultural Adjustment Agency whose signature appears in Section IX of the application certifies that he has considered the representations in Section I made by the producer(s) who signed in Section VIII; has examined the evidence submitted in support thereof; and, to the best of his knowledge and belief, all data and representations of the producer(s), as well as the statements contained in Section II, are complete, true, and correct.

Before amounts may be shown in items 6 and/or 10 of Section V, as the result of damage from the acceptable causes - drought, storm, flood, freeze, disease or insects, and before the application may be approved for abandonment and/or deficiency payment, determine:

1. The total 1945 sugarcane acreage harvested from the farms in the local producing area in which the farm is located by adding the amounts shown in item 7 of the applications for such farms.

2. That the total acres harvested for the extraction of sugar on those farms with respect to which determination as above has been made, i.e., acres shown in item 7, Section V of the applications, is 10%, or more, of the total sugarcane acreage harvested for the extraction of sugar in the local producing area.

3. That the total amount of sugar commercially recoverable for such farms, i.e., the total of item 2, Section V of the applications for such farms, is 80%, or less, of the normal yields therefor, i.e., 80%, or less, of the sum of the amounts shown in items 5 and 8, Section V of such applications.

4. That the amount of sugar obtained from the harvested acres on the farm, i.e., the total recoverable sugar shown in item 2, is 80%, or less, of the normal yield of commercially recoverable sugar for the acreage planted to sugarcane on the farm for the extraction of sugar, that is to say, that item 2 is 80%, or less, of the normal yield for the total acres harvested plus the total acres abandoned on the farm. The normal yield for the farm must be calculated in accordance with S.D. 212, issued May 25, 1945.

SECTION III. CERTIFICATION OF PRODUCER-PROCESSOR

Any producer on the farm who was directly or indirectly a processor of sugarcane during the 1945 crop season, as defined in S.D. No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section.

SECTION IV. REQUIRED FARMING PRACTICES

Entries of plant food must be the actual average amounts in the chemical fertilizer applied per acre of sugarcane land fertilized and must be expressed to the nearest pound. Five or fewer tenths of a pound are to be dropped and more than five tenths considered as a whole pound.

No entry is to be made for the application of chemical fertilizer in any case unless supported by receipts, invoices, or other satisfactory evidence.

Item 1. Enter the number of acres of land on which sugarcane was growing at any time during the calendar year 1945 on the farm and on which chemical fertilizer was applied during the calendar year 1945 as ascertained from the operator. The number of acres shown in this item must be equal to or greater than 80% of the number of acres shown in item 2 hereof.

Item 2. Enter the number of acres of land on which sugarcane was planted or a ratoon crop was started at any time during the calendar year 1945 as ascertained from the operator.

Item 3. Enter the result of dividing the number of pounds of plant food contained in the chemical fertilizer applied in 1945, ascertained from the operator, by the number of acres shown in item 1. This entry must be equal to or greater than 100 lbs.

SECTION V. COMPUTATION OF PAYMENT

Entries must be made in all items of this section unless the omission is specifically provided in these instructions.

Item 1. Enter the number of hundredweights of sugarcane harvested on the farm in 1945, as ascertained from the operator.

Item 2. Enter the total amount of sugar (raw value) commercially recoverable from the sugarcane marketed (or processed) for the extraction of sugar (proportionate share) pursuant to S.D. No. 196, issued August 3, 1944.

If there is no acceptable cause for abandonment and/or deficiency to be entered in the spaces provided for such entries, disregard the instructions for filling out items 3 through 10. If acceptable causes are to be entered in the spaces provided, and the farm otherwise meets the tests for eligibility with respect to abandonment and/or deficiency contained in S.D. No. 212, issued May 25, 1945, as determined in accordance with instructions contained in Section II hereof, make entries in such items as follows:

If damage from an acceptable cause resulted in the abandonment of sugarcane for sugar acreage, the cause or causes of such abandonment shall be entered in the space provided.

Item 3. Enter the number of bona fide abandoned acres which resulted from an acceptable cause, as ascertained from the producer. If there are no bona fide abandoned acres from an acceptable cause, the word "none" must be entered.

Item 4. If bona fide abandoned acres are shown in item 3, or if damage from an acceptable cause resulted in a crop deficiency on the farm, enter the normal yield per acre in hundredweights, as computed in accordance with S.D. No. 212, issued May 25, 1945, otherwise enter xxx. Data required for such computation shall be ascertained from the operator.

Item 5. Enter the result of multiplying item 4 by item 3. Enter xxx, if the word "none" is entered in item 3.

Item 6. Enter one-third of item 5. Enter xxx, if the word "none" is entered in item 3.

If damage from an acceptable cause resulted in a crop deficiency on the farm, the cause or causes of such crop deficiency shall be entered in the space provided.

Item 7. If bona fide abandoned acres are shown in item 3, or if any acceptable cause of crop deficiency is entered in the space provided above, enter the number of acres of sugarcane harvested during 1945, as ascertained from the operator; otherwise enter xxx.

Item 8. Enter the result of multiplying item 4 by item 7. Enter xxx, if item 7 is so entered.

Item 9. Enter 80% of item 8. Enter xxx, if item 8 is so entered.

Item 10. Enter the result of subtracting item 2 from item 9. If item 2 equals or exceeds item 9, enter xxx.

Item 11. Enter item 2, or if the farm is approved for abandonment and deficiency payment, item 2, plus item 6, plus item 10.

Item 12. Enter item 11 x \$.80.

Item 13. If the amount in item 11 is 7,000 cwt. or less, enter "none" in item 13. If item 11 is more than 7,000 cwt. enter the amount of deduction, pursuant to section 304(c) of the Sugar Act of 1937, as amended by Public Law 386, 77th Congress, approved December 26, 1941. The following scale of deductions shall be used in computing this entry:

<u>If item 11 is</u>	<u>Subtract from the entry in item 11</u>	<u>Multiply the result by</u>	<u>Add</u>
7,001 to 14,000	7,000	\$.050	0.00
14,001 to 20,000	14,000	.100	350.00
20,001 to 30,000	20,000	.200	950.00
30,001 to 60,000	30,000	.250	2,950.00
60,001 to 120,000	60,000	.275	10,450.00
120,001 to 240,000	120,000	.300	26,950.00
240,001 to 600,000	240,000	.325	62,950.00
More than 600,000	600,000	.500	179,950.00

For example: Assuming item 11 is 750,000 cwt. the deduction would be computed as follows:

Using the line for the appropriate size group, deduct 600,000 cwt., leaving 150,000 cwt. $150,000 \times \$.500$ equals \$75,000.00, adding \$179,500.00 gives \$254,950.00, the amount of the deduction.

Item 14. If "none" is entered in item 13, enter the amount shown in item 12. If an amount is shown in item 13, enter the result of subtracting item 13 from item 12.

Item 15. Enter in the spaces provided the number of children employed, the number of days, the number of child-days, and the amount of deduction in accordance with the instructions for filling out the certificate, "Finding with Respect to Employment of Children," set forth on page 2. If there has been no violation of the child labor provisions of the Sugar Act, enter "none".

Item 16. Enter the result of subtracting item 15 from item 14.

SECTION VI. DESIGNATED SOLE RECIPIENT OF PAYMENT

If all the producers on the farm agree to designate a sole recipient of the payment for their benefit, the name of such sole recipient and his mail address shall be entered in the spaces provided.

SECTION VII. DISTRIBUTION OF ACCRUED, UNPAID WAGES

A representative of the Agricultural Adjustment Agency in Hawaii shall determine that each laborer named in column (2) for whom accrued, unpaid wages are shown in column (4), was not paid wages in accordance with section 301(b) of the Sugar Act of 1937, as amended, and S.D. No. 208, issued February 26, 1945, because he could not be located after every reasonable effort was made or because the producer who employed him did not have the necessary funds. All entries of the names of laborers and of the amounts of unpaid wages must be evidenced by wage claims on forms provided for that purpose, properly executed by such laborers or their authorized representatives, or by statement signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence is to be attached to the application. If all laborers were fully paid, the word "none" must be entered in the first line in column (2).

Enter in column (1) the names of the producers who owe wages to laborers. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.

Enter in column (2) the name of each laborer who has not been fully paid. All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer, the laborer's name should be entered opposite the name of each such producer. If the name of any laborer is unknown, the word "unknown" must be entered.

Enter in column (3) the mail address of each laborer whose name appears in column (2). In case the address of any such laborer is unknown, the word "unknown" must be entered.

Enter in each line in column (4) the unpaid wages which are due the laborer whose name is entered in that line in column (2) from the producer whose name is entered in that line in column (1). If the word "unknown" is entered in column (2), enter the amount owed to the laborer whose name is unknown. Enter the total in the last line.

Make no entry in column (5).

In case an extension of Section VII is needed, it should be typed, the application code and serial number shown therein, and the extension securely fastened to the application.

SECTION VIII. DISTRIBUTION OF PAYMENTS TO PRODUCERS

Enter in column (1) the name of each producer on the farm.

Enter in column (2) the mail address of each producer.

Enter in column (3) the percentage share of the payment payable to each producer. If the producers on the farm consist of one producer-processor and one or more "adherent planters," as defined in letter of July 20, 1938, addressed to Mr. George Mills, each producer's share of the payment must be computed on Form SC-180, Supplement 2. The percentages of payment will be computed on Supplement 2 as follows:

Enter in columns (1) and (2) the names and mail addresses, respectively, of all adherent planters on the farm, in the same order that their names appear on the application. Enter in column (3) the number of hundredweights of sugarcane harvested by the adherent planters in 1945 which were ground by the producer-processor. Enter in column 4 the number of cwts. of recoverable sugar (raw value) from the sugarcane shown in column (3). Enter in column (5) one-half of column (4). Enter in column (6) the result of multiplying each item in column (5) by the factor obtained from dividing \$0.60 by the amount of the authorized payment entered in item 16, Section V, of the application. This factor is to be carried to nine decimal places. The producer-processor's share of the payment shall be computed by subtracting the total of the percentage shown in column (6) of Supplement 2 from 100 percent.

The percentage shares of the payment are to be expressed to the nearest hundred thousandth of one percent, e.g., 2.35649%. Five or fewer millionths are to be dropped and more than five millionths considered as a whole hundred thousandth. Ten millionths of one percent should be disregarded.

Enter in each line in column (4), Section VIII, the result of multiplying item 16, Section V, by the percentage shown in that line in column (3). Any difference between the total of column (4), Section VIII, and item 16, Section V, of ten cents or less is to be disregarded. Any amount of difference above ten cents is to be adjusted for in the largest amount calculated in column (4), Section VII, for any one producer.

Enter in column (5), Section VIII, the total unpaid wages shown in column (4), Section VII, opposite the name of the producer. If there are no unpaid wages, for any producer, the word "none" must be entered opposite his name in column (5), Section VIII. The total of column (5) must agree with the total of column (4), Section VII.

Make no entry in column (6), Section VIII.

The signatures of producers must appear in the same order in which the names of the producers appear.

If any producer desires to name a beneficiary, the name of the designated beneficiary and his mail address should be entered in the spaces provided to the left of his signature.

If there are more than three producers on the farm, a continuation sheet shall be used. Each continuation sheet must be properly identified by the name or designating numeral of the local administrative district, and the serial number of the application.

If any interested person who otherwise would share in the payment with respect to the farm refuses to sign the application, a statement by such person setting forth fully his reasons for refusing to sign should be attached to the application and the attachment should be noted in the space provided in Section IX. If such statement cannot be obtained, a statement signed by the representative of the Agricultural Adjustment Agency in Honolulu, T.H., indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer should be entered in the space provided in Section IX. If, for any other reason, the signature of any interested party who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed and initialed by the representative of the Agricultural Adjustment Agency.

The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of producers on the application. However, inasmuch as a receiver or liquidator is not eligible to receive payments under the Sugar Act of 1937, as amended, subsections 2B and 2E (5) of Section C of such regulations should be disregarded. In the case of an application for payment signed by a trustee appointed by a court, as provided in subsections C(1), (2) and (3) of Section C, such application should be submitted to the Sugar Branch before it is certified for payment by the representative of the Agricultural Adjustment Agency. No written evidence as to authority to sign applications in a representative capacity is to be attached to the application.

SECTION IX. CERTIFICATE OF REPRESENTATIVE OF AGRICULTURAL ADJUSTMENT AGENCY

Enter the date of filing of the application in the first space provided.

In case the representative of the Agricultural Adjustment Agency finds the application to be in order and either that all producers have signed the application or that the percentage share of those who had not signed has been correctly determined and entered, he should approve the application for payment by signing in the space provided. The date of signature should be entered in the second space provided. The representative of the Agricultural Adjustment Agency who approves the application must be duly authorized by the Officer in Charge of the Hawaiian office of the A.A.A. and must not be a near relative of any interested person shown on the application or have any share of financial interest in the land or sugarcane covered by the application.

All applications should be carefully checked in the local office of the Agricultural Adjustment Agency to insure that they have been correctly completed, that the data have been properly entered, and that no discrepancies exist as to data entered in various parts of the application.